



District of Columbia Courts

Internship Program Openings

Division: Family Court: Juvenile and Neglect Branch

Description:

The Juvenile and Neglect Branch manages all cases concerning juvenile delinquency, neglect/abuse, interstate compact, persons in need of supervision (PINS), truancy, guardianship and family special proceedings.

Responsibilities:

- Assist public with inquiries concerning juvenile and neglect matters.
- Utilize the Court's computerized system to enter, extract and update information.
- Prepare the Judge's daily hearing calendar.
- House case files appropriately.
- Assist judges, management and staff as needed.
- Set hearing dates for motions or guardianship cases.
- Assist Courtroom Clerk with responding to inquiries upon completion of daily docket call.
- Assist with annotations from docket entries recorded by Courtroom Clerk.

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
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Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
Phone (202).879.2887; Fax (202).879.2889